

**Minutes of the Meeting of the  
BOARD OF DIRECTORS of the  
DETROIT REGIONAL CONVENTION FACILITY AUTHORITY  
Cobo Conference & Exhibition Center**

**March 17, 2011**

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A Regular Meeting of the Board of Directors of the Detroit Regional Convention Facility Authority (the "Authority"), was held at 9:30 a.m. on March 17, 2011 pursuant to the requirements set forth in the Regional Convention Facility Authority Act at MCL 141.1351, et seq.

**I.** **ROLL CALL.** The regular meeting was called to order by Chairman L. Alexander at 9:39 a.m.

**PRESENT:** Director L. Alexander, Director J. Abdoo, Director M. Carroll, Director W. Guillebeaux, and Director J. Okotie-Eboh

**ABSENT:** None.

**ALSO PRESENT:** P. Bero, T. Connors of SMG, G. Brown, T. Tuskey, E. Duff of Garan Lucow Miller, P.C., and M. Powers of DMCVB

**II.** **APPROVAL OF MINUTES.** A motion to approve the Minutes of the regular meeting of the Authority held March 3, 2011 by J. Abdoo.

**UNANIMOUSLY APPROVED.**

**III.** **CEO/CFO REPORT.** CEO/CFO Patrick Bero presented his report to the Board which included an update on the following:

- A/R-A/P outstanding issues.
- Chilled water/steam balance owed Authority by City of Detroit.
- Outstanding balance owed to City of Detroit PLD.
- Outstanding pension obligations.
- Accounting system.
- Completion of FY 2010 Audit and preparation of 2011 Audit.

**A.** **FY 2010 Audit.**

Patrick Fuelling of Doeren Mayhew presented the Independent Auditor's Report relative to the FY 2010 Audit. A motion to approve and accept the auditor's report and financial statements September 30, 2010 by M. Carroll.

**UNANIMOUSLY APPROVED.**

**IV.** **REPORT OF FACILITY GENERAL MANAGER.** Facility General Manager, Thom Connors of SMG presented his report to the Board which included the following:

- Operations and Events overview.
- Initial E-Auto feedback results.

- Introduction of new Director of Sales.
- Major projects timetable.

Mr. Connors also presented the following items for consideration and approval:

- A. **Request to Extend Trinity Transportation Agreement One (1) Year.**  
Based upon the Leadership Brief presented and the Authority having been fully advised in the premises, W. Guillebeaux offered a motion that the Authority approve the extension of the current agreement with Trinity Transportation for a period of one (1) year to April 7, 2012.

**UNANIMOUSLY APPROVED.**

- B. **Request to Issue RFP/RFQ for Cobo Center Website Redesign.**  
Based upon the Request to Issue RFP dated March 17, 2011, and the Authority having been fully advised in the premises, J. Abdo offered a motion that the Authority approve the issuance of an RFP/RFQ to facilitate the Cobo Center website redesign.

**UNANIMOUSLY APPROVED.**

- V. REPORT OF CHAIR OF DRCFA SUB-COMMITTEE ON EXPANSION & IMPROVEMENTS.**  
Committee Chair, W. Guillebeaux, presented a summary of the pertinent items addressed in the Projects Status Owners Representative Report dated March 14, 2011.

Committee Chair, W. Guillebeaux, presented the Sub-Committee recommendations for Board action on the following items:

- A. **Resolution Authorizing the Award and Execution of Subcontracts Between the Construction Manager and: (1) 21<sup>st</sup> Century Salvage for Demolition Work - Bid Package OH 0201; and (2) Blue Ribbon Contracting for Foundation Work - Bid Package OH 0301. Project Reference: Phase IIb-5 Wayne Hall - Oakland Hall Annex Expansion.** Motion for approval of Resolution as presented by M. Carroll.

**UNANIMOUSLY APPROVED.**

- B. **Resolution Authorizing the Negotiation of an Amendment to the Agreement Between the Authority and Albert Kahn Associates - SDG Associates to Incorporate Phase III Architectural Engineering Services.** Motion to approve Resolution as presented with modification to further authorize issuance of an RFQ/RFP for additional qualified candidates in the event that negotiations are unsuccessful by M. Carroll.

**UNANIMOUSLY APPROVED.**

- C. Resolution Authorizing the Solicitation of Construction Management Services for Phase III Improvements and Upgrades. Motion to approve Resolution as presented with modification to further authorize issuance of an RFQ/RFP for additional qualified candidates in the event that negotiations are unsuccessful by M. Carroll.

**UNANIMOUSLY APPROVED.**

- VI. DRCFA SUCCESS METRICS REPORTING PLAN.** Chairman L. Alexander introduced Ms. B. Davenport to present an overview of the DRCFA Metrics Reporting Plan to develop a balanced scorecard of the Authority's progress to date. The Plan will include consideration and review of the 2011 objectives and benchmarks by the Authority Board, Authority Administration, Capital Projects and Cobo Center Operations.

- VII. NEW BUSINESS.** Discussion was held regarding the scheduling of future meetings of the Board and Sub-Committee. Tentative meeting dates include the following:

Board of Directors Meetings:

April 11, 2011 at 3:00 p.m.

April 28, 2011 at 9:30 a.m.

May 12, 2011 at 9:30 a.m.

May 26, 2011 at 9:30 a.m.

Sub-Committee on Expansion & Improvements Meetings:

April 7, 2011 at 8:00 a.m.

April 28, 2011 at 8:00 a.m.

May 12, 2011 at 8:00 a.m.

May 26, 2011 at 8:00 a.m.

- VIII. UNFINISHED BUSINESS.** None.

- IX. PUBLIC COMMENT.** None.

- X. ADJOURNMENT.** A motion for adjournment of the regular meeting at 11:17 a.m. by W. Guillebeaux.

**UNANIMOUSLY APPROVED.**

Respectfully submitted,



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Joseph Abdoo, Secretary

**Approved: April 11, 2011**